



NOTES FROM THE DIRECTORS

Who are Students with the Most Significant Cognitive Disabilities Webinar

Please join us **TODAY from 2-3pm** to discuss “*Who are Students with the Most Significant Cognitive Disabilities?*” DPI staff will discuss recent changes in ESSA around the 1% participation cap, who are students with the most significant cognitive disabilities, implications for standards and assessment as well as next steps for districts. Webinar information can be found below:

- From your computer, go to the [GlobalMeet login page](#). Choose “Enter as a guest.” Enter your name and email address (you do NOT need to “Register”).
- Click “JOIN MEETING.”
- Connect audio. The preferred option is to “Call My Phone;” however, you may also join from your phone at: 1-877-820-7831, *,972195#

New OSA Standards Based Assessment Consultant:

Please join us in welcoming Michael Peacy to our team as a new consultant. Mike has been working as a teacher for several years with the Wisconsin public schools and is currently working as a principal at a non-public school.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- **NEW - New Resources Available**
 - [Test Administration Manual](#)
 - [eDIRECT User Guide - Students and Testing](#)
 - [Student Tutorials](#)
 - [Administrator Tutorials](#)
 - [Online Tools Trainings](#)
 - [2017 Forward Exam DAC Pretest Training - Recorded Version](#)
 - [District and School Assessment Coordinator Guide](#)
- **REMINDER - Online Technology Q & A Sessions -Registration links below!**
 - DRC will be hosting one more online technology Q & A session to ensure that districts are ready for the 2017 administration of the Forward Exam.
 - March 15, 1:00pm - 2:30pm [Register Here](#)

- Reminder - A DTC training was held in October 2016. Please make sure you have reviewed the training before registering for the Q & A. The recorded version is available on our [website](#).
 - A [recorded version](#) of the January Online Technology Q & A Session is now available on the [Forward technology requirements webpage](#).
- **REMINDER - Student Information System (SIS) and Student Data Updates**
 - In order to make uploading accommodations easier for districts, DPI and DRC have developed the following timeline:

February 2	DPI created a student demographic data file from data submitted by districts through WISEdata.
February 6 - February 17	DRC prepares downloadable files for each district. Files will be delivered through eDIRECT in multiple student upload (MSU) layout and can be edited to add accommodations and correct demographic data errors.
February 20 - March 5	<p>Window for districts to upload student accommodations (and any other student info changes) to eDIRECT via MSU.</p> <ul style="list-style-type: none"> ● Users can upload an unlimited number of files. Files are processed in the order they are received. New files will overwrite older files. ● Once the file is uploaded and accepted, users will be able to see the updated student information in eDIRECT. ● If a user includes accommodations that don't apply to the content area/grade level, those will be ignored and will not cause the file to be rejected. ● During this time, users will not be able to create or edit test sessions.
March 6 - March 10	DRC will assign test sessions during this time. Test setup functions in eDIRECT will be unavailable to districts.
March 13 - May 5	<p>Field can access test setup.</p> <ul style="list-style-type: none"> ● Test sessions can be accessed and modified, if needed/desired. ● Students can be transferred among districts. ● Any changes to accommodations must be made via the eDIRECT user interface (UI). (Accommodations changes cannot be made via the MSU file after March 5) ● Districts/schools are responsible for adding new students to 'test sessions for new students' added via the UI. DRC will automatically add students to test sessions if the students are added via the MSU.

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing and ACT WorkKeys

- **NEW - Accurate State Accountability Reporting for Multi-District Charter Schools**
 - See email from Jennifer Bell sent on 2/13 to DACs and test coordinators at multi-district charters regarding instructions on completing answer documents for accurate accountability reporting.
 - If you have questions, please contact OSA.
- **NEW - TAA Pin Report for ACT-Approved Accommodations**
 - In the past, ACT provided test coordinators and test accommodations coordinators with paper copies of both preliminary and final rosters to help you plan for testing your examinees with disabilities.

- New this year, the *TAA PIN Report* via PearsonAccess^{next}™ replaces these documents and provides additional benefits.
- See email from statetesting@act.org sent on 2/13 for details.
- **NEW - Materials Shipment Update**
 - For schools who chose the week of Feb 6 to receive materials, the majority of shipments were delayed and should have arrived Monday 2/13 and Tuesday 2/14.
 - For schools who chose the week of Feb 13 to receive materials, shipments are on schedule to arrive this week.
 - If your student enrollment count increases significantly, so that the standard 5% overage of standard time materials will not suffice to test all students, you may [submit an additional order request](#). Barcode labels will not be created for these additional orders.
 - ACT will automatically submit an additional order for your school if a student with a TAA PIN is transferred from another Wisconsin school into your school, or if a late accommodation request is approved and a TAA PIN is added to a student record. You will need to add the student to PANext. Refer to the guide [Using PearsonAccess^{next} for the ACT® Test](#) (pages 12-13) for instructions.
- **REMINDER - Emergency and Inclement Weather Plan**
 - The [emergency and inclement weather plan](#) is now posted to the [ACT WI webpage](#) under “Manual and Supplements”.
- **REMINDER - If A Student Does Not Test**
 - Refer to the [ACT DPI FAQs](#) for guidance about accountability and testing of students in various situations.
 - If a student is enrolled at your school but does not take the ACT, leave the student in PearsonAccessNext.
 - After testing is complete, Test Coordinators complete ACT State Use Question #5 and WorkKeys State Use Question #1 in PearsonAccessNext for examinees that **did not test**.
- **REMINDER - Ordering for Make-Up Testing**
 - Mar 1 - 3: Ordering window for make-up testing
 - Mar 22-31: Ordering window for emergency test date (requires DPI approval)
- **REMINDER - 11th Grade Students Taking DLM**
 - If an 11th grader is taking the alternate assessment (DLM), leave the student information in PearsonAccessNext.
 - After testing is complete, Test Coordinators complete ACT State Use Question #5 and WorkKeys State Use Question #1 in PearsonAccessNext for examinees that **did not test**.
- **REMINDER - Window for Accommodations Late Consideration is Now Open**
 - Applicable only to newly enrolled students, newly classified juniors, newly identified disabilities, previously approved ACT accommodations, medical emergencies or sudden onset of a medical condition.
 - See ACT Approved Accommodations [Late Consideration Form](#)
 - ACT will automatically submit an additional order for your school if a student with a TAA PIN is transferred from another Wisconsin school into your school, or if a late accommodation request is approved and a TAA PIN is added to a student record.

Aspire Early High School

- **NEW - Updated Schedule of Events and Checklist for Success**

- The [Schedule of Events](#) and [Checklist for Success](#) show the dates and deadlines for Aspire testing.
- The same information is included on these documents, just in different formats.
- The documents were updated on 2/9 and have been posted to the DPI and ACT WI webpages.

- **REMINDER - Student Data Timeline**

March 7	Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly “pushed” through WISEdata to the DPI data warehouse.
March 8	DPI pulls 9 th and 10 th grade student data from WISEdata and uploads to ACT Aspire portal.
March 14-24	Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.
March 14 - April 14	Test coordinators set up online test sessions.
See Schedule of Events and Checklist of Success for full Aspire calendar.	

- **REMINDER - Manuals Posted**

- The following manuals have been updated on the [Wisconsin Aspire Avocet site](#). We will update the DPI Aspire webpages soon.
 - [Accessibility Users' Guide](#)
 - [ACT Aspire Portal User Guide](#)
 - [Room Supervisor Manual \(CBT\)](#)
 - [Room Supervisor Manual \(PBT\)](#)
 - [Technical Readiness Manual](#)
 - [Test Coordinator Manual](#)

- **REMINDER - TestNav 8.8 Upgrade**

- TestNav is the platform used for the Aspire Early High School assessment, which is computer-based.
- As of 1/27, TestNav has been upgraded to version 8.8. Schools will need to use version 8.8 for spring statewide Aspire testing.
- See the [TestNav 8 Online Support page](#) for details on upgrading to 8.8.
- **If your Technology Coordinator has not updated the TestNav app since last Spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8.** If they have completed the upgrade in mid-summer then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application

- **REMINDER - Technology Readiness Webinar**

- Please encourage test coordinators and technology coordinators to register for the Aspire Technology Readiness Webinar on Feb 22, 2pm. Register [here](#).
- The Aspire Test Administration Webinar will be on Mar 30 at 10am.

ACCESS for ELLs

- **NEW - OPPORTUNITY FOR FEEDBACK**
 - WIDA is collecting your feedback on this assessment season. Please share this link with other people involved in testing in your district. Questions are based on the role you select in the first few questions, and are divided between coordinator, administrator, and technology roles.
 - https://uwmadison.co1.qualtrics.com/SE/?SID=SV_8ljdLkhPtd7huVT
- **UPCOMING DEADLINES**
 - **2/17/2017** - All materials due back at DRC
 - Today (2/15) is about the last day to ship materials.
 - **3/7/2017-3/15/2017**
 - Pre-Reporting Data Validation in WIDA AMS
 - Webinar on 3/7, link [here](#).

Dynamic Learning Maps (DLM)

- **NEW - Data Validations-** Districts should now have loaded all of their users, enrollments and rosters into the Educator Portal. Districts should be carefully checking the student demographics to make sure that grade levels are appropriate for the 16-17 school year, primary disability has been indicated correctly, student names are spelled correctly, etc. *Failure to verify data may have a significant impact on student testing and accountability.*
- **NEW - Collection of Student Writing Samples for Dynamic Learning Maps Alternate Assessments** - The DLM® Alternate Assessment Consortium is seeking districts to collect and submit evidence of student writing samples from the English language arts portion of the DLM alternate assessment during the spring 2017 testing window. District coordinators will collect writing samples that students produce during DLM writing testlets and ship the samples to DLM staff at the University of Kansas. Acceptable writing samples include papers that students used during testlet administration, copies of student writing products, and printed photographs of student writing products. Each writing sample requires a cover sheet that contains information about the student, teacher, and testlet. Samples will be used to support evidence of quality of the assessment system and inform future assessment development. Samples will not be used to evaluate teachers or test administration procedures. To volunteer, complete the [survey](#). Volunteers will be contacted by DLM staff with more detailed information on collecting samples and shipping them to the DLM office.
- **REMINDER - TODAY February 15 from 2-3pm** DPI will be hosting a webinar entitled “Who are Students with the Most Significant Cognitive Disabilities?” Please see the *Notes from the Directors* section for specific details.
- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.
- **REMINDER-** Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County

- With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.

National Assessment of Educational Progress (NAEP) *Selected Schools Only*

- **REMINDER - The NAEP test window is now open!**
 - Angela Dugas, the NAEP State Coordinator, will be observing NAEP testing around the state during the test window. She will contact NAEP School Coordinators, Principals, and DACs in advance of the observation. The observations are a NAEP quality assurance task; observations are of the NAEP procedures and protocols only, and not of students or schools.

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
February	1-28: NAEP assessment window (Jan 30 - Mar 10)	NAEP
	3: Last day to order Additional Materials	ACCESS
	10: Test window closes; Return all materials	ACCESS
	Week of 2/6 or 2/13: Test coordinator receives initial shipment of nonsecure and secure materials depending on dates selected in PearsonAccessNext.	ACT/WK
	13-27: Window for schools to conduct pretest sessions for ACT and conduct room supervisor and proctor training.	ACT/WK
	17: Deadline for all materials to be received by DRC	ACCESS
	20: eDIRECT test setup available	Forward
	20-March 5: Open Accommodations Add Window	Forward
	22: Deadline to submit additional orders for test materials	ACT/WK
	22: Aspire Technology Readiness Training Webinar, 2pm Register here	Aspire
	24: Deadline to complete required test administration training and security agreement before spring window	DLM
	24: Deadline to mark 'Braille' in student PNP for spring window	DLM
	24: Deadline to submit accommodations late consideration requests	ACT
	28: Initial test date for ACT	ACT
	28 - Mar 14: ACT accommodations testing window	ACT
March	1: Initial test date for WorkKeys	WK
	2: Test coordinator returns all initial test date materials via prescheduled FedEx pick up.	ACT/WK
	3: All data in Educator Portal should be finalized and validated for spring testing	DLM
	1-3: Window to submit make-up order	ACT/WK
	1-15: WorkKeys accommodations testing window	WK
	7: Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.	Aspire
	7: Pre-Reporting Data Validation Window Opens	ACCESS
	8: DPI pulls 9 th and 10 th grade student data from WISEdata and uploads to ACT Aspire	Aspire

	portal.	
	13-20: Window for schools to conduct pretest sessions for ACT make up date.	ACT
	14-24: Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.	Aspire
	14 - April 14: Test coordinators set up online test sessions.	Aspire
	15: Pre-Reporting Data Validation Window Closes	ACCESS
	16: Test coordinator returns all accommodations test materials via prescheduled FedEx pick up.	ACT/WK
	21: ACT make-up test date	ACT
	20: Forward and DLM test window opens	Forward/DLM
	22: WorkKeys make-up test date	WK
	23: Test coordinator returns all make-up test materials via prescheduled FedEx pick up.	ACT/WK

Important Tasks to Remember		
<ul style="list-style-type: none"> <input type="checkbox"/> Review DAC Guide <input type="checkbox"/> Review Accessibility Guide and Training <input type="checkbox"/> Review Test Administration Manual <input type="checkbox"/> Review eDIRECT User Guide - Students and Testing <input type="checkbox"/> Practice with Online Tools Trainings 		Forward
<ul style="list-style-type: none"> <input type="checkbox"/> Share TestNav upgrade information with technology coordinators. <input type="checkbox"/> Notify data coordinators about March 7 deadline to have SIS up to date for DPI to load student data into Aspire portal. <input type="checkbox"/> Encourage Technology Coordinators to register for Aspire Technology Readiness Webinar. <input type="checkbox"/> Open shipping boxes and ensure correct ACT and WK test materials were received. <input type="checkbox"/> Submit additional orders for test materials if needed. <input type="checkbox"/> Conduct pretest sessions for ACT and conduct room supervisor and proctor training. 		ACT High School Assessments
<ul style="list-style-type: none"> <input type="checkbox"/> Ship back full boxes of completed test materials <input type="checkbox"/> Review Data Validation modules <input type="checkbox"/> Plan for Data Validation March 7-15 		ACCESS
<ul style="list-style-type: none"> <input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users, students and rosters to Educator Portal and <i>validate</i> the data <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible <input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs) from 15-16 		DLM
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ 		Reading Readiness

Online Resource Highlights*		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
Accessibility Guide	Provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.	Forward

DTC Training	Recorded District Technology Coordinator Training	Forward
District and Assessment Coordinator Guide	This guide provides District and School Assessment Coordinators in preparing for the Spring 2017 Forward Exam	Forward
Slides from Test Administration Training Webinar #2	Slides from Test Administration Training Webinar #2 are now posted. Recording is coming soon and will be posted to the DPI and ACT WI websites' training sections.	ACT/WorkKeys
Ordering Additional Materials Guide	See email from ACT sent to test coordinators on 1/30 for more details on placing additional orders.	
Accommodations Late Consideration Form	Form to submit late consideration for ACT approved accommodations	
Emergency and Inclement Weather Plan	ACT and WorkKeys Inclement Weather Plan	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
Schedule of Events	Calendar of Aspire dates and deadlines - updated 2/9	
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	
Educator Portal User Guide	Provides guidance and support for users navigating Educator Portal	DLM
Data Management Manual	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
Test Administration Manual	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
OSA Office Hours Webinar - 11/3 recording now posted	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA